

LONDON BOROUGH OF HARROW

Meeting:	Cabinet
Date:	20 th April 2004
Subject:	Interim scheme of delegation for executive functions to officers
Key decision:	No
Responsible Chief Officer:	Borough Solicitor
Relevant Portfolio Holder:	Strategy and External Affairs
Status:	Part 1
Ward:	NA
Enclosures:	Annex 1 - List of functions from 'Functions of the New Directorates' agreed by Cabinet 20 th May 2003

1. Summary/ Reason for urgency (if applicable)

- 1.1 The Officer Scheme of Delegation in part 3B of the Constitution requires updating to reflect the new Directorates and also to reflect the split in functions between executive and non-executive functions. A new scheme will be developed over the next few months in consultation with the new management teams but in order to ensure that Executive Directors have the correct delegated powers routed to them in the interim, and in order that they can then delegate their powers appropriately to the new Directors, Cabinet is requested to agree an interim scheme of delegation covering executive responsibilities only. Only functions that are currently delegated to officers are covered by this change.

2. Recommendations (for decision by Cabinet)

- 2.1 **That Cabinet agrees that the executive powers currently delegated to officers and set out in part 3B of the Constitution are now reassigned to the Executive Director within whose area they fall, as set out in Annex 1.**

REASON: To ensure that existing officer delegations are routed to the correct Executive Director.

3. Consultation with Ward Councillors

- 3.1 Not applicable.

4. **Policy Context (including Relevant Previous Decisions)**

4.1 Part 3B of the Council's Constitution confirmed at Annual Council in May 2003 sets out the powers delegated to Chief Officers and Directors. Following changes to the management structure and key officer posts it is proposed that officers delegations are routed to the appropriate Executive Director. A complete new scheme of delegation, which also includes non-executive functions, will be provided for Member approval in due course.

4.2 Cabinet – 20 May 2003 (minute 263) – agreed functions of the new Directorates.

5. **Relevance to Corporate Priorities**

5.1 No direct relevance

6. **Background Information and options considered**

6.1 Annex 1 lists the functions of the four new directorates. Cabinet agreed this list in May 2003. The effect of the approval of this report will be to enable the relevant Executive Director to take any decision required to ensure:

- the effective and efficient delivery of services by his or her department;
- the management of people, finances, assets and operations.

6.2 This report will not allow Executive Directors to make any decision in relation to a matter that is reserved to Council, Cabinet or a Committee as expressed in the Council's Constitution.

6.3 Executive Directors will be able to sub-delegate their functions to staff within their management responsibilities provided they follow the guidance for approving departmental delegation schemes.

7. **Consultation**

7.1 Not applicable

8. **Finance Observations**

8.1 There are no financial implications arising from this report

9. **Legal Observations**

9.1 Decisions taken by officers must be delegated to them by Council (non-executive functions), Cabinet (executive functions) or Statute.

10. **Conclusion**

10.1 The proposed interim scheme will ensure officers are able to make decisions delegated to them and to sub-delegate appropriately within the new Directorates.

11. **Background Papers**

11.1 Part 3B of the Council Constitution - available to view on the Council's website – harrow.gov.uk and from the report author.

12. **Author**

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Executive Director (People First)

First, Middle, Secondary and Special Schools
Adult, Family and Community Education
Teachers' Centre
Admissions and Exclusion Arrangements
Arts for Schools Service
Early Years and Childcare
Youth Services
Youth Offending Team
Libraries
Arts and Cultural Strategy
Parent Partnership
School Organisation Planning
Education Business Partnership/Work Experience Consortium
Advisory team
Curriculum access teams
Governor services
Children's services (currently in Education) including ESW's, Education Psychologists etc
Older People Services
Adults with Physical Disabilities
Adults with Mental Health Problems
Adults with Learning Difficulties
Special Education Needs
Children in Need (and Child Protection)
Children Looked After and Leaving Care
Family Placement
Children's Homes
Adoption and Permanence
Children with Disability
Children and Young People's Mental Health
Client for Special Needs Transport
Client for Meals on Wheels
Directorate Personnel/Finance/ICT/Research/Management Information functions as appropriate
Asylum seekers
Travellers
Refugees

Executive Director (Urban Living)

Environmental Health Services
Trading Standards (via contract with Brent)
Mortuary (via contract with Brent)
Building Control
Development Control
UDP/Census/Planning Briefs
Housing Strategy
Housing provision, homelessness and management
Links with Housing Associations and Affordable Housing

Supporting People
Private sector housing
Buildings and Facilities Management
Energy purchase and conservation
Engineering – Highways and drainage
Land Management
Economic Development
Town Centres Regeneration
Drugs Action Team
Crime Reduction Team
Leisure Management
Sports Strategy and Management
Waste Management
Parks and Open Spaces
Street cleaning
Special Needs Transport
Catering – Meals on Wheels
Security
Road Safety, CPZ and Traffic Management
Highways, Lighting and CCTV Maintenance
Parking Enforcement
Environmental Strategy
Directorate Personnel/Finance/ICT/Research/Management Information functions as appropriate

Executive Director (Business Connections)

Financial Strategy
Financial Management Support
Treasury Management and Pension Investment
Insurance
Budget preparation
Revenue collection
Payments and invoices
Council Tax collection and Business Rates
Housing Benefits
Education Awards
Procurement
E-Government
ICT Development and provision
Community links with individual organisations
Grants
Capital Finance
Risk Management
Business Continuity
Directorate Personnel/Finance/ICT/Research/Management Information functions as appropriate
Internal Audit
Emergency Planning

Executive Director (Organisational Development)

Corporate Strategy
Comprehensive Performance Assessment
Best Value and Performance Management
Equalities Strategy
Community Strategy
HR Development Strategy
HR Strategy
Scrutiny
Personnel
Change Management
Occupational health
Links with Trade Unions
H&S employment issues
LPSA
Training, development and organisational learning
First Contact development
Directorate Personnel/Finance/ICT/Research and Management Information functions as appropriate
Payroll
Pensions
Partnership Unit (excluding Community Strategy)

Reporting directly to the Chief Executive

Borough Secretariat – Legal Services, Committee Administration, Local Land Charges, Elections, Births, Deaths and Marriages.
Marketing, Public Relations and Internal Communications